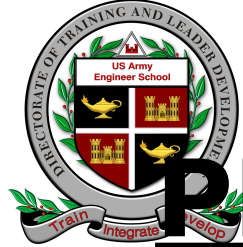# PMO Core Functions/Tasks

- Manage the budget, track costs, and initiate and monitor BCPs
- Monitor the TDA, track overhires and temporary hires
- Process and track all personnel actions (awards, recruitments, evaluations, position reviews)
- Manage and process requests for personnel security
- Serve as central POC for all DTS problems/issues
- Process all requests for government travel card; track delinquencies; activate and deactivate cards as required
- Serve as training management; obtain course quotas; maintain a database that tracks training attendance
- Serve as IASO; set up new user accounts and work individual automation problems w/DOIM
- Initiate CAPRs and PRWeb requests for ADP Equipment Acquisition
- Serve as ASAT System administrator/manager; oversee and manage user interface with the system.

PMO Core Functions/Tasks
(Continued)

- Develop current and long-range ADTLP Program; track current FY product development and progress

- Manage TD2 System and input current FY training and doctrine development products and resourcing information; ensure maximization of resources by optimal use of the ASAT ITRM to CLTM Model and TD2 Model

- Manage and document training development manpower expenditures

- Provide editing and publishing support for ADTLP products; publish the Engineer Bulletin quarterly

- Serve as external taskings manager for the DOTLD